



SARASWATI ITOT

(A unit of Saraswati Knowledge Park)



ADMISSION / COUNSELLING / SPOT ROUND PROFORMA

PASSPORT
SIZE PHOTO
(35 x 45 mm)

CANDIDATE DETAILS

1. CITS No. : _____	2. Admission Date : ____ / ____ / 20 ____
3. Student Name : _____	4. Trade : _____
5. Father Name : _____	6. Category (Tick One) : ☐ General ☐ OBC ☐ SC ☐ ST ☐ EWS
7. Mobile No. : _____	8. UID No. : _____
9. Marks Obtained : _____ (Entrance Exam / Merit)	10. Referred By : _____ (If any)
11. Fees Paid : ₹ _____ (In Figures)	12. Mode of Payment : ☐ Cash ☐ UPI ☐ Bank Transfer ☐ Demand Draft ☐ Other _____
13. Remarks (If any) : _____	

DOCUMENTS CHECKLIST

S.No.	DOCUMENTS	SUBMITTED (Tick ✓)
1.	Mark Result (Entrance Exam)	☐
2.	Aadhaar Card	☐
3.	ITI / Diploma Certificate	☐
4.	10th Marksheet	☐
5.	ITI Marksheet	☐
6.	ITI Certificate	☐
7.	Diploma / Degree Certificate	☐
8.	Category Certificate (If Applicable)	☐
9.	Domicile Certificate	☐
10.	Passport Size Photographs (5)	☐

DECLARATION BY CANDIDATE

I hereby declare that the information furnished by me is true and correct to the best of my knowledge and belief.
All original documents have been produced for verification.

Date : ____ / ____ / 20 ____

Student's Signature : _____

FOR OFFICE USE ONLY

ADMISSION IN-CHARGE Name : _____ Sign : _____ Date : ____ / ____ / 20 ____	COUNSELLING IN-CHARGE Name : _____ Sign : _____ Date : ____ / ____ / 20 ____	VERIFIED BY Name : _____ Sign : _____ Date : ____ / ____ / 20 ____
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NOTE: Please ensure all documents are attached. Incomplete forms may not be considered.